

**PENINSULA DRAINAGE DISTRICT #1  
BOARD OF SUPERVISORS MEETING  
Thursday, April 9, 2009**

Pursuant to proper notification, the Peninsula Drainage District #1 Board of Supervisors met at the District Office, 1880 NE Elrod Drive, Portland, OR at 12:00 PM, on April 9, 2009.

President Chris Bailey called the meeting to order at 12:10 PM. Bob Eaton said all notifications had been done. Bailey asked for a roll call.

**ATTENDANCE**

Chris Bailey, President  
Bill Briggs, Supervisor  
David Ernst, Supervisor  
Mark Wigginton, Supervisor  
Bob Eaton, Executive Director  
Dave Hendricks, Deputy Director  
Janet Olson, District Bookkeeper  
Adam Zucker, District Engineer  
Kim McRobbie, Secretary Pro Tem

**GUESTS**

Beverly Becker, Guest - Marine Service Specialties  
Kevin Thorson, Guest - Marine Service Specialties  
They came to the meeting today to introduce themselves; and let the Board know they recently purchased a 300' vessel for under water imaging.

**EXCUSED ABSENCE**

Kurt Redd asked to be excused from this meeting as he had prior business arrangements.

**APPROVAL OF MINUTES**

Mark Wigginton moved to adopt the minutes from January 8, 2009 as submitted. David Ernst seconded and the motion passed unanimously.

**BUSINESS**

**Inter Governmental Agreement, (IGA), Review for FY 2009-2010** – Bob Eaton drew attention to the staff report provided in the pre-meeting packet. He stated there have been a couple of changes made in the IGA. One change is in the workers comp area as PEN 1 does not have employees therefore, no workers comp insurance is needed. The other change is that Hendricks has made some minor changes in the Appendix B rate schedule for FY 2009-2010. Eaton added he feels this to be working well from his standpoint and overall has been a good operation. With no further questions or discussions Dave Ernst moved to adopt the IGA. Mark Wigginton seconded, and the motion passed unanimously.

**FY 2009-2010 Budget Workshop** – Eaton stated while he handles the budgets for other Districts' he assigned the responsibility to balance the PEN 1 budget to Dave Hendricks. Hendricks began talking about the current assessment and the Board's goal to not raise the assessment this year. He added that within this budget is the same assessment rate calculation from this year to last. He also talked about the interest income the District expected being lower as the interest rates are dropping on average 1/5 %. Hendricks spoke to the hiring of two engineers on a temporary basis at an estimated cost of \$37,000. He added he would like to take money from the reserves to begin this process so they may focus on the larger projects and take some of the strain off of Adam. He briefly discussed particular areas that have gone down in costs specifically ditch maintenance and pump station electricity are down from previous years. He asked if anyone sees any items he may have missed to please let him know.

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**FY 2009-2010 Budget Workshop** – Continued from Previous Page

He is requesting direction from the Board to where they see the assessment at this year. Hendricks talked about the possibility of a Flex Lease and the two areas he feels would benefit most are the Culvert Plan and the Vanport Pump station. The group discussed moving up the bid due dates to allow the cost savings that are out there currently. Wigginton asked if the trash rake would only be installed if the bids came in lower than expected. Hendricks suggested that he go back and rework the numbers and run different scenarios. The Board agreed to postpone the May 14 meeting until May 22<sup>nd</sup> to allow time for the bids to come in to allow review of what actual costs will be. It was decided that the meeting will be held May 22<sup>nd</sup> at 8:00 am here at the District office. The Board told Hendricks to go ahead and plan on a \$500,000 flex lease; as well as moving the May meeting back to allow time for bids to come in.

**Resolution 0941 – Approval of Flexlease** – This resolution was tabled until the meeting on May 22<sup>nd</sup>.

**Resolution 0942 – Approval of Voting Procedure** – Eaton spoke to the staff report included in the pre-meeting packet. He added that this began on behalf of PEN 2 when voting rights were questioned. It has been adopted by all other Boards with PEN 1 the last Board to review. David Ernst moved to adopt Resolution 0942. Mark Wigginton seconded and the motion passed unanimously.

**STAFF REPORTS**

**Financial**

**Financial Report** – Janet Olson spoke to the handouts she prepared for today's meeting. She began with the balance sheet as of April 1, 2009 stating the total assets come in at \$343,901.82. She added that the Flex Lease Series 1999G will be paid off this year. Olson spoke to a few shortfalls she is expecting to see mainly the LGIP interest earned. She also spoke to a couple of items that are a little over but feels that all will wash each other out and all looks fine. She added she expects the City of Portland Stormwater payment to come in mid June. Olson also stated that the projected revenue is close to what she had expected. Olson concluded with a handout for the Board. She added this is a revision to one of the audit pages and should replace the similar page within the audit book given out at the February meeting.

**Programs/Policies**

None at this time

**Projects**

**PIR Pump Station** – Adam Zucker began by speaking to the sketched plans he included in the pre-meeting packet. He also has included a cost estimate in the packet for review. Zucker stated the District will be taking the pump station out of the center of the water and move it back near the shoreline. He added the District will reuse all working parts, pumps and starters, however, there will be some electrical upgrades needed. He added the panel box is capable of upgrades in the future if needed. Zucker was asked about helical anchors he had documented on the plans. He explained these are concrete supports at the bottom on the structure. Zucker also wants to add vehicle access to allow the field crew to check pump station. He concluded by saying the goal is to begin work on June 15 and to be completed by September 15. Wigginton noted that PIR will be holding function on June? 18&19 and he will need to have accessibility to the track on those days. Wigginton also asked Zucker how the meeting went with BES. Zucker replied there will be a need for I-5 mitigation.

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**CRC Stormwater Flows** – Hendricks spoke to the stormwater flows and how the separation of flows will be the initial cost and assessment recovery process from ODOT. How much will be determined at a later date.

**Planning**

**Tree Ordinance Review and Modification** – Eaton stated there will be a meeting at the end of the month and he is currently working on Drainage District Tree Issues Manual.

**4MAT Roundtable January 29** – Eaton reported the 4MAT Roundtable was hosted by PEN 1. Eaton added it was a great session with guest speakers. He is working with Dick Shafer on the next 4MAT agenda as it will be hosted by PEN 2. He added he feels that they have a good agenda planned and will have a copy out very soon to folks.

**ADJOURNMENT**

There being no further business to be brought before the Board, President Bailey adjourned the meeting at 1:30 PM

**APPROVAL**

These minutes were approved at a duly held meeting of the Board of Supervisors on May 28, 2009.

Attested: \_\_\_\_\_  
Secretary